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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training  
FROM : Registrar/TR

DATE: 30 October 1958

SUBJECT: Weekly Activity Report No. 43  
22 October - 29 October 1958

Document No. \_\_\_\_\_

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/17

Date: 09 MAR 1978 By \_\_\_\_\_

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## I. SIGNIFICANT ITEMS:

None

## II. OTHER ITEMS:

1. I met with representatives of the International Accountants Society, 29 October. Their purpose in meeting was to encourage Agency participation in their correspondence school under PL 85-507. The Comptroller's Office has been receiving informational releases from them for some time but has not been particularly enthusiastic about recommending general use under Agency sponsorship, although several employees have undertaken this correspondence training at their own expense. The two representatives (D. W. Dixon, Field Manager for the Chicago home office and A. W. Gruhn, Washington District Manager) were assured that we would consider their correspondence program as accredited training for Agency needs, if they should arise.

2. A review of component conducted courses (other than TSS and Commo) which are currently running, or which will begin during this quarter of 1958 reveals the following:

a. There are 22 courses; conducted by 13 different offices (4 DD/I Offices; 6 DD/S; 2 DD/P; and Cable Secretariat).

b. The courses vary in length from one day to five months; eleven are conducted on a full-time basis.

c. Eighteen of the 22 are open to employees of other offices.

d. Three are language courses.

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3. One can never be sure which way the ball will bounce. On Tuesday, [ ] (former TLO/OCR) chatted with [ ] and [ ] at lunch about the challenge of the JOT Program; on Thursday we received word from the JOT office of his resignation, effective immediately, to take a position with the Southern Railroad in some management review capacity.

4. I made a quick check on personnel separated during the month of September to see if any of these had expensive or extensive external training. The situation was probably the best it has ever been, for in only one case did we expend as much as \$100.00. That case was [ ], formerly of the Office of Logistics, who attended an AMA Conference in May 1958 on, "Planning and Executing the Move to the New Office Building". Since he is now transferred to GSA, I would presume the knowledge attained in this conference can still be put to good use for the Government.

5. We have been notified by the Air Force that the one week SAGE Familiarization Course, conducted at Waltham, Massachusetts, has been discontinued. Since our initial participation in June 1957, 23 Agency employees have attended the course. Several others were tentatively scheduled for the near future. Offices concerned have been notified.

No specific reasons were given for the discontinuance, but the Air Force spokesman implied that the course had outlived its usefulness.

6. [ ] No. 5 was postponed from 8 - 26 September because of low enrollment, but it will start on 3 November. 18 students have applied, an increase of four since Tuesday's statistics report. Four GS-15s and one GS-16 [ ] dinator for DD/C) are included.

7. The first running of the Regulations Workshop, for DD/S personnel, includes 11 persons. Two are GS-12s, all others are in the GS 14 - 16 range. Audit and Commercial Staffs are not represented. All other DD/S Offices are, with two from Personnel [ ]

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25X1 8. [ ] ONE, who is engaged in an external training program, furnished us, along with his program report, a draft of his dissertation. The draft was forwarded to C/SIC for information, in view of its content. Its title, "The Development of Soviet Historical Views on the Second World War: the Official Line and the Dissenting Tradition".

25X1 9. Arrangements have been completed for Otto Guthe and [ ], to attend an AMA Briefing Session (#1059-91) - "Preparing the Company for Soviet Trade Strategy in World Markets; the Terms and Procedures of East West Trade". The program will be held in New York, 5 - 7 November 1958. Briefing will be conducted in Dr. Guthe's office.

10. We have programmed leave plans for the balance of the year to afford everyone an equitable opportunity to utilize the annual and compensatory leave accrued. Several of us had to forego some last year, although we had planned otherwise. My own immediate plans include absence on 31 October and 7 and 10 November.

11. During the week 22 October - 29 October 1958, there were 862 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

DDS

171 enrolled in 30 classes (10 languages) before hours

131 enrolled in 24 classes (11 languages) after hours

229 enrolled in 37 classes (15 languages) during hours

11 enrolled in 2 area courses

14 enrolled in 1 SIC course

73 enrolled in 4 Operations School courses

136 enrolled in 7 Intelligence School courses

56 enrolled in JOT Program

41 enrolled in Project USEFUL



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